

**Cadets,  
Apprenticeships  
and  
Traineeships**



**Frequently Asked  
Questions  
(FAQs)**

## **How do I apply for a cadetship, apprenticeship, traineeship?**

At the time of advertising, instructions on how to apply will be included in the advertisement.

You will be required to submit a completed application form with your resume.

Each individual position may have additional requirements; these details will be listed on Council's website, [www.bmcc.nsw.gov.au/trainees](http://www.bmcc.nsw.gov.au/trainees).

## **Who is eligible?**

There may be different eligibility criteria for each position; however as a general ruling, you could be eligible if you have not completed a Certificate III or higher qualification within the last seven years.

For a cadetship, you must have already commenced studies in your chosen profession.

You must submit a completed application form prior to the advertisement closing date to be considered for a position.

## **What is involved in the recruitment process?**

There will be various stages to the recruitment process for these positions.

The full recruitment process will include:

- Completion of Application Form
- Assessment testing (online)
- Interview for positions you have been selected eligible
- 2 x reference checks
- Working with Children Checks will be conducted (for required positions only)
- Pre-employment medical
- Verbal offer of employment / Contract of Employment issued

Please note: You may be required to attend more than one interview if you have applied for and are considered eligible for multiple positions.

## **When will I commence work if I am successful in gaining a position?**

Our main round of new cadets, apprentices & trainees commence in the first week of February of each year. These will be for a period of 24-48 months depending on the qualification.

## **Do I need a drivers licence?**

There may be some positions where a driver's licence is essential to be successful for the position due to the tasks you would be undertaking. If a driver's licence is essential for the position, this will be advertised.

If you do not hold a drivers licence, you must still be able to attend appointments during the application process (i.e. for interviews and a pre-employment medical).

Should you be successful in obtaining one of these positions, you must have suitable means of transport for travel between home and work each day. Not having a drivers licence is not an acceptable reason for being late to work or absent from work on any day.

You must also have suitable means of transport for travel to the location where your study classes have been determined. Not having a drivers licence is not an acceptable reason for being late to class or absent from class on any day.

## **How long is the term of a cadetship, apprenticeship or traineeship?**

Apprenticeships are generally for a period of four years. The first three years will include a combination of work and study, with the final year being practical work experience at Council.

Terms of traineeships are generally for a period of 2 years.

A cadetships is generally for a period of 2-4 years, depending on level of study to date.

## **What would be my working hours?**

Working hours are 35 hours per week and with work hours being:

- Outdoor or depot staff: The hours are broken between 6:30am to 3:00pm with a 45 minute lunch; Monday to Friday.
- Indoor staff: The hours are broken between 8:30am – 5:00pm, with a 45 minute lunch break; Monday to Friday.

## **Do cadets, apprentices & trainees receive entitlements like other Council employees?**

As a cadet, apprentice or trainee, you will receive a temporary contract of employment for the duration of the cadetship, apprenticeship or traineeship term.

During this period you will accrue annual and sick leave as per other temporary and permanent Council employees. You may also be eligible for rostered days off (RDOs) depending on the hours you work.

## **Who are the training providers associated with my cadetship / apprenticeship / traineeship?**

Council utilises training providers within the local community wherever possible. However this is dependent on the availability of qualifications they are approved to deliver.

Some courses are delivered via TAFE at Wentworth Falls College. However where the course is not available at this location, other colleges or training providers are utilised. In some instances, this also includes study via correspondence. Should this occur, greater support will be granted.

## **What happens during school holidays?**

During the standard school holiday period, TAFE colleges and some other training providers also have holidays at the same time.

When this occurs and no classes are scheduled, you will be required to attend work.

## **How often do I attend TAFE or study sessions?**

For most courses, you will attend class one day per week.

In some courses the attendance patterns may be one day per fortnight or one week per month.

## **Do I get paid when I attend TAFE or study sessions?**

Yes. You will be paid as if it were a standard working day.

For this reason, you must attend classes as scheduled and must notify your Supervisor if you are unable to attend for any reason.

## **How often do I get paid?**

All Council employees will be paid on a fortnightly basis.

## How much do I get paid as a trainee?

Council pays apprentices and trainees according to the applicable pay scales in the Local Government (State) Award 2020. These are found below.

Please note; this is non-negotiable and may be subject to change pending Award amendments.

*Trainee Pay Scales (per fortnight):*

<b>Highest Year of School Completed</b>			
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>School Leaver</b>	665.60	733.00	873.20
<b>Plus 1 year out of school</b>	733.00	873.20	1016.20
<b>Plus 2 years</b>	873.20	1016.20	1182.60
<b>Plus 3 years</b>	1016.20	1182.60	1354.00
<b>Plus 4 years</b>	1182.60	1354.00	
<b>Plus 5 years or more</b>	1354.00		

## Does my salary ever increase?

Apprentices do not automatically receive an increase in remuneration each year. Increases are subject to competent completion of each year of combined work and study.

For those who are completing a traineeship of more than one year, remuneration will increase for each additional year out of school. This is an automatic progression.

Cadets do not automatically receive an increase in remuneration each year. Increases are subject to competent completion of each year of combined work and study.

## At the completion of my cadetship, apprenticeship or traineeship will I be eligible for a permanent position with Council?

All cadets, apprentices and trainees hold temporary positions within Council. In the event that there is a vacant position within Council upon completion of your cadetship / apprenticeship / traineeship, you are welcome to apply.

You will be required to undergo the full recruitment process along with other external or internal applicants. All applicants will be reviewed based on their ability to meet and demonstrate the essential criteria for the position. Selection of all successful applicants is based on merit.